

2005 FALL SPECIAL TOWN MEETING TIMELINE

STM: Monday, October 17, 2005

Mon. Aug 1, 2005	Selectmen open the Special Town Meeting Warrant
Fri. Aug 5, 2005	Deadline for town departments to submit placeholder articles for Fall STM
Tues. August 9, 2005	Selectmen to review placeholder articles
Mon. Aug 15, 2005	3:00pm – Special Town Meeting warrant closes (deadline for petition articles and final wording of all other warrant articles)
Tues. Aug 16, 2005	STM Warrant to Town Counsel for review.
Fri. Aug 19, 2005	3:00pm - Deadline to file documentation for Planning Articles with Planning Office
Tues., Aug 23, 2005	12:00pm – all warrant articles back from Town Counsel.
Tues. Aug 23, 2005	FinCom votes on warrant articles
Wed. Aug 24, 2005	FinCom meets with Selectmen to discuss Financial Warrant Articles
Fri. Aug 26, 2005	5:00pm Deadline to submit Planning Board public hearing notices to Westford Eagle
Thurs. Sep 1, 2005	First Planning Board Public Hearing Notice appears in Westford Eagle (at least 14 days before hearing date)
<i>Mon. Sept. 5, 2005</i>	<i>Labor Day</i>
Thurs. Sep 8, 2005	Second Planning Board Public Hearing Notice appears in Westford Eagle
Tues., Sept. 13, 2005	Selectmen finalize the order of the STM Warrant
Wed., Sept. 14, 2005	3:00pm – All non-zoning draft motions due at the Town Manager's Office
Thurs., Sep 15, 2005	Non-zoning draft motions sent to Town Counsel
Mon., Sept. 19, 2005	Planning Board opens hearings on Zoning Articles
Thurs., Sep. 22, 2005	Non-zoning motions back from Town Counsel
Mon, Sep. 26, 2005	Planning Board closes hearings on Zoning Articles (at least 21 days before Fall STM if Planning Board does not submit a report with recommendation to Town Meeting)
Tues., Sept. 27, 2005	Selectmen sign Warrant
Fri., Sept. 30, 2005	Fall Special Town Meeting Warrant posted (Bylaw Ch 51.2.C.1) – at least 14 days before STM

2005 Fall STM Timeline
FINAL June 28, 2005

Fri, Sept. 30, 2005	Special Town Meeting Warrant posted on Town's website
<i>Mon., Oct. 3, 2005</i>	<i>Rosh Hashanah begins at sundown</i>
Tues., Oct. 4, 2005	3:00pm – All zoning-related draft motions due at the Town Manager's Office
Tues., Oct. 4, 2005	Planning Board reports public hearing results to the Board of Selectmen
Thurs., Oct. 6, 2005	Final motions back from Town Counsel.
Fri., October 7, 2005	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst. Town Manager, Finance Director, Town Clerk.
Fri. October 7, 2005	Deadline for mailing Fall STM notice to voters (Bylaw Ch 51.21.C.2) – at least 10 days prior to STM
Fri. October 7, 2005	8:00 pm - Voter registration deadline for Fall STM
<i>Mon. October 10, 2005</i>	<i>Columbus Day</i>
Tues. October 11, 2005	Selectmen review motions and take positions on all articles.
Tues. October 12, 2005	Motions posted on Town's website
<i>Wed., Oct. 12, 2005</i>	<i>Yom Kippur begins at sundown</i>
<i>Wed., Oct. 12, 2005</i>	<i>First of Ramadan</i>
Mon. October 17, 2005	7:30pm Fall Special Town Meeting at Abbot School